

Appendix D

EPA Records Request

Clackamas County MS4 Inspection—Records Request

Notes: (1) The EPA Inspection Team requests the County, if possible, to provide an electronic copy of the items highlighted in red text prior to the inspection. (2) The County may provide the remainder of the items at the time of the onsite inspection. Please denote the name of each document and associated explanatory notes in the applicable table cells below. The EPA Inspection Team will request a completed copy of this document at the time of the onsite inspection.

	Document Request	Name of Document(s) Provided	Description / Comments / Notes
Program Management	1. Permit Notice of Intent.		
	2. MS4 Annual Reports or Progress Reports (two most recent reporting years).		
	3. Organizational chart clearly indicating positions or divisions responsible for your MS4 program.		
	4. Map of the permitted area and receiving waters, basins, and segments, including any TMDL or 303(d) listed waters. (Plan to provide an onsite demonstration of this material.)		
	5. Stormwater Management Plan.		
	6. Any formal agreements with other entities or local governments for implementation of your MS4 programs (e.g., memoranda of understanding–MOUs, etc.).		
Illicit Discharge Detection and Elimination	7. Map showing the extent of the storm drain system, including outfalls and surface waters. (An onsite demonstration of a GIS-based map may be appropriate.)		
	8. Enforcement Response Plan or similar document.		
	9. Written program and procedures for the detection, elimination, and prevention of illicit discharges and connections to the MS4.		

	Document Request	Name of Document(s) Provided	Description / Comments / Notes
	10. Mechanism for gaining access to private property to conduct outfall inspections (e.g., land easements, consent agreements, search warrants).		
	11. Programs and/or procedures for public complaint reporting, response, and follow-up of illicit discharges and connections to the MS4. (Plan to provide a, example/case file from a public complaint regarding an illicit discharge to the MS4).		
	12. Ordinance or other regulatory mechanism(s) prohibiting illicit discharges and connections to the MS4.		
	13. Example of tracking mechanism / inventory of illicit discharges identified and actions taken to control or eliminate the discharges. (Plan to provide an onsite demonstration of applicable material.)		
	14. Example/case file of an illicit discharge incident where enforcement was used (ideally showing the full extent of County's enforcement authority).		
	15. Records of field screening and tracking for storm drain outfall screening.		
	16. Methods to provide educational outreach to inform public employees, businesses, and the general public of the IDDE program.		
Construction Site Stormwater Runoff Control	17. Map/inventory showing the location of current active construction sites in the permitted area (differentiating County-sponsored from private projects).		
	18. Written program and procedures for construction stormwater permitting, inspection, and enforcement. (Include tools such as checklists used for documenting inspections and enforcement activity.)		

	Document Request	Name of Document(s) Provided	Description / Comments / Notes
	19. Construction-related ordinances and regulatory mechanisms pertaining to erosion, sediment, and waste control.		
	20. Construction inspection records (most recent reporting year) for sites selected by the EPA Inspection Team at the time of the onsite inspection.		
	21. Example/case file of a construction site issue where County used ordinance or other regulatory mechanism(s) to enforce compliance. (Ideally, select example showing full extent of County's enforcement authority.)		
	22. Procedures for receiving, tracking, and investigating public complaints (e.g., call center and online reporting system, complaint log forms, etc.)		
	23. Example of tracking mechanism / inventory of public complaints associated with construction activities and response, actions, and results. (Plan to provide an onsite demonstration of applicable material.)		
Post-Construction Stormwater Management	24. Map/inventory of post-construction stormwater management practices within the County's jurisdiction (differentiating between County-owned and private practices).		
	25. Written program and procedures for new development / redevelopment associated with post-construction stormwater management practices. (Include tools such as checklists used for documenting inspections and reviews).		
	26. Procedures for inspection tracking for new development / redevelopment post-construction stormwater management practices (include applicable tools / checklists). (Plan to provide an onsite demonstration of applicable material.)		

	Document Request	Name of Document(s) Provided	Description / Comments / Notes
	27. Records of inspections and maintenance of post-construction stormwater management practices (most recent reporting year) for sites selected by the EPA Inspection Team during the onsite inspection. (An onsite demonstration of County's tracking database may be useful.)		
	28. Written program and procedures to ensure adequate installation and long-term operation and maintenance by the owner of post-construction stormwater management practices.		
	29. Ordinance or other regulatory mechanism(s) to address post-construction stormwater runoff from new development / redevelopment projects.		
	30. Example/case file of a post-construction stormwater management practice issue where County used ordinance or other regulatory mechanism(s) to enforce compliance. (Ideally, select example showing full extent of County's enforcement authority.)		
Pollution Prevention and Good Housekeeping	31. Map/inventory of County facilities and properties within the permitted area (e.g., road maintenance facilities, stockpile sites, storage and material handling areas, etc.).		
	32. Written operation and maintenance program and procedures for all municipal operations and facilities that discharge to the MS4.		
	33. Employee/maintenance personnel training plan, records, and syllabi pertaining to pollution prevention and good housekeeping (for most recent reporting year).		
	34. Documentation or guidance manual of BMPs or runoff controls geared toward fleet yard and building maintenance activities.		

	Document Request	Name of Document(s) Provided	Description / Comments / Notes
	35. Pollution prevention / good housekeeping procedures and BMP manual or runoff controls for municipal facilities and activities.		
	36. List of County-owned municipal facilities requiring individual NPDES permit coverage (if applicable).		